

*Meeting*

*File*

Outline for Discussion with Branch Chiefs,  
20 December 1954

STAT

1. [ ] request of 16 Dec.  
for statement of accomplishments during  
past calendar year. See memo attached.
2. New 4th area - [ ] in charge  
covers Commo, Training, Personnel, DCI  
and Cable Secretariat.
3. O & M Survey of Records Management  
Division.
4. Security of records controls and disposal,  
authorities, etc.

(Security classification on drafts, etc.)

5. *Base - Lunch - ✓*

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